



Lawrence Berkeley National Laboratory
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FACSIMILE TRANSMITTAL SHEET

TO:	FROM:
COMPANY:	DATE:
FAX NUMBER:	TOTAL NO. OF PAGES INCLUDING COVER:
PHONE NUMBER:	SENDER'S REFERENCE NUMBER:
RE:	YOUR REFERENCE NO:

☐ URGENT ☐ FOR REVIEW ☐ PLEASE COMMENT ☐ PLEASE REPLY ☐ PLEASE RECYCLE

LBNL would like to do business with your company. In order to do so, it is required that your company completes the attached W-9 substitute form. Since this form is an official substitute for IRS form W-9, it must be signed by a person who is authorized to sign W-9s for your company.

The following information must be provided on the form: IRS/Doing Business As (DBA) name(s), 1099 address, Remittance address, Business Classification (if applicable), TIN, signature/date, printed name.

Your DBA name is the name made payable to on your invoices, and the IRS name is the name that is registered with your Tax Identification Number (TIN) at the IRS. Our Vendor Desk verifies this information with the IRS.

A TIN is required for all domestic individuals and companies. The TIN can either be a Social Security Number (SSN) or an Employer Identification Number (EIN). Please provide the proper number next to the type of TIN. Again, the form must be signed by a person who has authorization to sign W-9s for your company.

Please complete the form in full and return it via fax to my attention at _____. I will then forward it to the LBNL Vendor Desk for processing. If you send it directly to the Vendor Desk, it may not be processed in a timely manner.

Let me know if I you have any questions or if I can be of further assistance.